Technology Planning Worksheet

Library Name   Trenton Public Library

Library Director   Larry Evans

Street Address   406 Main Street

City   Trenton

State   NE   Zip   69044-0307

County   Hitchcock

Telephone number (including area code)   (308) 334-5413

Population of city and census year from   465 as of 2008

Population of the county and census year from   2836 as of 2008

Technology Plan covers the Fiscal years of   2010-2012

Technology Planning Committee for Library and/or Community

List the individuals on your planning team including community representative. Include each person's position and organization/business affiliation.

> Larry Evans – Library Director
> Nadine Dewey – Head Librarian
> Julie Cox – Library Trustee
> Joanne Cobb – Library Trustee
> Ceci Brown– Library Trustee

What current technology exists in the other entities within your community such as the school or city offices? For example, are there computer labs available in the community? Do the city offices have access to Internet? Do local businesses have access to the Internet?

Hitchcock County High School has a student computer lab. The Trenton Public Library has two internet connected computers, patron Wi-Fi, and two gaming computers that do not have internet access. The library also has two printers, a laser and an inkjet attached to the Wi-Fi network. The Internet connection for the Library is a DSL connection and is the only public access for Internet in the community.

Businesses and public buildings with private internet access include The Trenton Village Offices, The Hitchcock County Building, ESU 15, The Post Office and the Hitchcock County News.

Goals and Strategy

List and describe in the immediate paragraph the basic goals for the use of the discounted services that the library will be receiving through the Universal Service Fund (E-rate) and how these goals will be implemented.

For example if a library applies for discounts pertaining to telephone and Internet, the library must include within the goals how essential telephone services and Internet access are for the community. Why do you have the telephone? For which services is it essential to have telephone access and how does that fit within the goals of the better serving the public? These goals have to address services relating to the types of technology that the library is applying for through the E-rate program.

Please also include other goals that are related to forms of technology the library hopes to maintain, improve, and/or add that are associated with the E-rate program.

*These goals should cover the use of technology, continuing education, equipment needs/improvements, maintenance plus others. Use sections **a-d** to provide more details to questions such as: Will the library be able to upgrade to a different type of Internet service? Can another phone line be added? Who will assist with these technological changes?*

Separate sections of continuing education, technology support, budget assessment, and evaluation are also included in this technology planning worksheet to help better describe the details to any goals related to those areas.

Goal 1: Transform the library into a community hub and gathering place. The internet has proven to be an invaluable part of this effort. Wireless access for the youth after school, 24 hour access for over the road drivers and the growing entertainment access for all, has become a mainstay of the libraries requested services. The library has yet to see a rise in technical software requests but with financial stress, entrepreneurial efforts may generate a need for software purchases and hardware upgrades.

Goal 2: Is an ongoing effort to attract a wider audience for the libraries services. The library has improved its web visibility but there is much more to be accomplished in the form of internet availability of library services. The lack of open source and affordable cataloging and checkout software has hampered library efforts but new possibilities are springing up and custom software has become an increasingly attractive alternative. The library therefore is working to improve on-line services to the public and broadband internet technology is a necessity.

Goal 3: To move the library fully into a digital age the library must conform to ever changing standards. Digital content requires little space to store but techniques of dispensing that material while adhering to all the regulations and laws surrounding copyrights will be a challenge. The library therefore needs to acquire digital readers and

determine the best way to control checking out and managing digital collections as part of the move to the future for libraries while still remaining at the center of the social and cultural needs of the community.

a. As part of your goals that relate to technology planning, do you anticipate adding any new and/or updated technology for your library within the next three years? If the answer is no please elaborate why and then go to the section on Continuing Education.

Within the three years from October 1, 2009 through September 30, 2011, the library foresees the purchase of more recent operating systems for the current computers housed at the library. Along with upgrading the operating systems, memory upgrades, additional hardware upgrades such as graphics and sound. The library is still reviewing the requirements for an appropriate public address/sound system.
Anticipated additional technology.

Wiring? _audio and network_   More telephone lines? _____

Computers? _____   Printers? ___one(color)_____

Internet? _____   Router? __hardwired_____

Server? _____   Hub? _____

Other? _____digital book readers, sound system, software upgrades_____

b. If you are adding any new form of technology (E.G. telephone lines, upgrade in Internet service, computers (hardware and software) please be more specific on the details. These details should provide the library with enough information to investigate the type of equipment needed to purchase. Explain why the library is adding this technology and how it would benefit the community as a whole?

It is still the intent of the library to purchase digital book readers. Since there are now several options to choose from it has yet to be concluded which will prove the best for the library. The library is currently using a small borrowed, but inadequate sound system, to show public movies as per the Public Performance Site License available to Nebraska libraries so that public performance of movies. A larger built in system is still desired. The exhibition of movies has drawn small but increasing audiences and there is discussion to expand the number of performances per week.

The community is small with a large senior population with few community entertainment options. It is the library's intentions to provide a center for social and community gatherings to supplement the literary needs currently present, the technology desired by the library is aimed at this niche in our community.

c. For each type of technology, explain who would be responsible for the installation? Please include the individual's position and their organization/business affiliation.

Installation and maintenance of the technology planned would be the responsibility of the director, Larry Evans. Any additional needs would be handled by the most local contractors available.

d. For each type of new and/or improved technology, explain who would be responsible for maintenance and/or technical support of the hardware, software or access? Please include the individual's organization/business affiliation.

Installation and maintenance of the technology planned would be the responsibility of the director, Larry Evans. Any additional needs would be handled by the most local contractors available.

Continuing Education Opportunities

What kinds of continuing education opportunities/workshops are available to you locally and/or the region to assist the staff with the continued improvement of current library service through the use of technology that the library is applying for through E-rate and also connected with the library's other technology related goals? Please name examples of specific classes or workshops that would be available to attend.

Where would the staff and/or volunteers go to receive this continuing education? What other types of resources would be helpful (i.e. print)? Would staff and/or volunteers attend training through the regional library system, or Nebraska Library Commission of local community college?

The Nebraska Library Commission and the Republican Valley Library System provide on-going training to librarians and member libraries. The director holds a master's degree in mathematics with a minor in computer science with over 8 years experience in the technology field on his resume. Mid-Plains Community College also offers computer science and technology classes on a semester basis. Currently the library budget has funds dedicated to ongoing education and training of the staff.

1. *What kind of additional continuing education would be needed to make any new and/or improved technology most beneficial to your community? What specific types of workshops and/or classes would staff and/or volunteers need to attend? Where are these workshops and/or classes available?*

The improved technology planned for would require little or no special training for the community and the director and staff will be able to assist in this area as required.

2. *Who would be responsible for training local library staff and library customers in the use of new and/or improved technology? How would the training be offered? What training would be offered? If you don't anticipate adding any new technology you can go to the Budget section.*

The director, Larry Evans will be able to offer any training required on the technology planned. Training would be offered on an as needed basis and bi-monthly computer seminars are being offered at the present time.

Budget

The library must include a sufficient budget to acquire and pay for the non-discounted services of your applied E-rate services. Describe how the library is paying for all the technology needs including the library's non-discounted portion of the E-rate discounts that the library has and/or will apply for in the future.

Is there a line item in the budget designated for the remaining non-discounted costs? For example, if the library receives a 60% discount on telephone and Internet, how does the library pay for the remaining 40% of the cost? If so what is it?

This section should also address how the library budgets for other technology-related costs included in the goals and continued on-going costs that might not be directly related to the E-rate program.

It would be very helpful to include a copy of the library's budget to show the local financial commitment in this area of technology. (If your technology plan is for more than one year, be sure to keep a printed copy of these budget figures with each year's E-rate information)

Attached is a copy of the Village of Trenton's budget for the Trenton Public Library. The budget includes a "Telephone" line item to handle any non-discounted portion of the phone and internet service. Since the phone and internet are provided by the same vendor through the phone lines they fall under the same line item. Any portion of this budgeted amount not used for non-discounted service can be applied to new technology.

Technical Support/Maintenance

Who in your community and/or surrounding region has the technology expertise to connect current hardware, load software and troubleshoot when problems occur? Who is responsible for helping the library when the Internet is down? Please be specific with name of individual, their position, and affiliation.

The director, Larry Evans will be able to install and troubleshoot hardware and software to the degree anticipated. Special circumstances would require the help of Great Plains Communications, the internet service provider.

Evaluation

What kind of process does the library use to evaluate this technology plan, which includes monitoring the progress toward the specific goals and strategies to help support your discount services through the E-rate program?

How does the library also monitor the progress toward the specific technology-related goals and strategies that are not directly connected to the E-rate program?

Each goal noted in the first part of the technology plan that is connected with E-rate services plus other services in the library should be addressed in terms of evaluation. How is each goal (area) going to be evaluated for progress? Describe the methods of evaluation for each goal.

What information will the library use to assist with this evaluation? For example, does the library provide surveys to customers about specific technological services? Does the technology planning committee meet on a regular basis?

How often does the library re-evaluate the technology plan? How is the overall plan reviewed? This process should also note how the library addresses any corrections and/or adjustments to the original goals of service. Note any action by the Board of Trustees or Technology Committee.

Please note: The plan should be reviewed at least once a year even if you have written a multiple-year technology plan. You need not submit the annual review to the Commission, but we strongly suggest you keep your annual review with each year's appropriate E-rate file.

The goal of the library's technology plan and usage is to serve the community and enhance the perceived value and patronage of the public library. We are committed to providing access to all who need it and our Wi-Fi is active 24/7.

We review the library's ability to provide internet access to all who request it, instruction and guidance to all who ask and our performance as an academic, entertainment and social center for our small community every month at the trustee meetings. To make this evaluation the board uses monthly records collected by the circulation desk.

Phone calls are taken during open hours and we provide renewal and availability services over the phone. We also offer historical research by request.

Our current staff is able to correct most problems with hardware and software. The library does budget for upgrading hardware and software but special cases do arise

and some purchases make take up to 60 days to make financial arrangements to correct. This three year technology plan make the budgeting process flexible and financing more reliable.
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Technology Assessment/Inventory

Number of telephone lines in the library	One phone line
Monthly cost of telephone service	$46.17
Name of telephone service provider	Great Plains Communications
Fax Number	(308) 334-5413
Does the phone/fax/Internet share the same line	Yes
Do you have Internet in your library	Yes
Who is your Internet provider	Great Plains Communications

How does the library access the Internet (through dial-up, DSL, or through another

technology)? Please note the type of access. Also include the speed (i.e. 56k) of access.

	DSL at 1M
What is the cost of Internet service per month	$45.68
Other wiring in the library for the purposes of Internet	None

Provide details of all equipment that is technology related at your library. These details should include the make/model and other specifications.

Technology Inventory as of January 1, 2011:
Staff use, non-internet connected:
    Hp Pavilion computer w/ Windows ME
    Samsung Energy-star computer w/Windows 98
    HP Pavilion monitor
    AOC Spectrum 5GlrA monitor
    HP Inkjet printer
    Epson FX-890 dot matrix printer

Public use, internet connected:
    Gateway 2000 w/Windows XP Professional
    Gateway FPD 1530 flat panel monitor
    Headphones and optical mouse
    Dell B110 w/Windows XP Home
    Dell 15" flat panel monitor
    Speakers and optical mouse
    HP Laserjet 4100n printer

HP Deskjet 3940 printer

Networking hardware
Stormport 1020 DSL modem
Linksys Wireless-G 2.4Ghz broadband router

Public use, non-internet connected
2 – Dell Optiplex GX280 w/Windows XP
2 – Acer V175 flat panel monitors
1 pair of headphones and 2 optical mice
1 Logitech Precision game controller

Miscellaneous
AT&T E2125 phone/answering machine
Copystar CS-1415 copier
5 – Surge protectors
Vivitek D825MS DLP Projector

You should have enough detail written down so that this list could assist you with not only accessing the type of technology that is currently available at the library but for any insurance-related needs.

Locally, how will the library use this inventory assessment for purposes of technology planning pertaining to the E-rate services and overall? How will it be used to assess your other technology needs for the library?

First Draft
Library Director Signature _____Larry Evans_____
Date _____Jan. 31, 2011_____

	Oct '10 - Sep 11	Budget	$ Over Budget	% of Budget
Income				
REVENUES				
08-4021 · LOCAL LICENSES & FEES - LIBRARY	0.00	776.00	-776.00	0.0%
08-4070 · SAVINGS ACCOUNT-LIBRARY	12.49	100.00	-87.51	12.49%
08-4300 · GRANT-LIBRARY	0.00	34,319.00	-34,319.00	0.0%
08-4500 · DONATIONS-LIBRARY	10,100.00	100.00	10,000.00	10,100.0%
Total REVENUES	10,112.49	35,295.00	-25,182.51	28.65%
Total Income	10,112.49	35,295.00	-25,182.51	28.65%
Expense				
EXPENSES				
08-5001 · SALARIES AND WAGES - LIBRARY	1,827.00	5,632.00	-3,805.00	32.44%
08-5004 · FICA EXPENSE - LIBRARY	132.01	431.00	-298.99	30.63%
08-5005 · WORKMEN'S COMP - LIBRARY	0.00	20.00	-20.00	0.0%
08-5020 · PROFESSIONAL/SCHOOLING - LIB	35.00	200.00	-165.00	17.5%
08-5021 · TELEPHONE - LIBRARY	126.91	400.00	-273.09	31.73%
08-5023 · GENERAL INSURANCE - LIBRARY	0.00	1,800.00	-1,800.00	0.0%
08-5024 · UTILITIES-LIBRARY	330.93	1,600.00	-1,269.07	20.68%
08-5026 · REPAIR & MAINTENANCE-LIBRARY	0.00	200.00	-200.00	0.0%
08-5027 · DUES/SUBSCRIPTIONS - LIB	152.93	200.00	-47.07	76.47%
08-5028 · PUBLICATIONS - LIBRARY	0.00	0.00	0.00	0.0%
08-5032 · PROPANE-LIBRARY	1,749.00	1,600.00	149.00	109.31%
08-5040 · OFFICE SUPPLIES - LIBRARY	0.00	0.00	0.00	0.0%
08-5041 · OPERATING SUPPLIES - LIBRARY	139.90	273.00	-133.10	51.25%
08-5043 · LIBRARY EXPENSE-BOOKS	417.90	1,400.00	-982.10	29.85%
08-5062 · CAPITAL IMPROVEMENT-LIBRARY	0.00	0.00	0.00	0.0%
Village Budget		*13,756.00*		
08-5063 · CHECKING ACCOUNT-LIBRARY	177.70	2,500.00	-2,322.30	7.11%
08-5064 · SAVINGS ACCOUNT EXP.-LIBRARY	0.00	6,517.00	-6,517.00	0.0%
Library Money		*9,017.00*		
USDA Grant				
08-5100 · REMODELING-LIBRARY	0.00	*34,319.00*	-34,319.00	0.0%
Total EXPENSES	5,089.28		5,089.28	100.0%
Total Expense	5,089.28	57,092.00	-52,002.72	8.91%
	5,023.21		**5,023.21**	**100.0%**